

TAB

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10 June 1953

MEMORANDUM FOR: Director of Training

SUBJECT: Training Requirements for FY 1954 Revised  
and FY 1955 Projected

FROM: TSS

Number of Personnel to  
be trainedFY 1954 FY 1955

## 1. Basic Area Survey Program (Part Time)

AREA

SE Asia

1

1

## 2. Language Programs

LANGUAGEPROFICIENCY

Chinese (Mandarin)

Adequate for limited  
use in travel, re-  
search, and trans-  
lation (with dictionary).

2

2

Indonesian

Same

1

1

Russian

"

5

3

Bulgarian

"

1

1

Hungarian

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1

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Czech

"

1

1

Slovak

"

1

1

Albanian

"

1

1

Rumanian

"

2

2

Serbo-Croatian

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1

1

Arabic

"

1

1

German

"

1

1

French

"

1

1

## 3. Economic and Industrial Program

TYPE OF TRAININGTRAINING OBJECTIVE

100 Textile Research

To learn what can be  
expected of research  
& development labor-  
atories.

2

2

100 Plastics Research

Same

2

2

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## 4. Scientific and Technical Program

FY 1954

FY 1955

<u>TYPE OF TRAINING</u>	<u>TRAINING OBJECTIVE</u>		
6. Storage of Tobacco Products	To learn methods of storing tobacco products to avoid varying climatic conditions <i>1 month, full time</i>	<i>1</i>	<i>1</i>
8. Chemistry	Various fields & academic levels, regularly offered undergraduate & grad. courses <i>2 semesters - full time</i>	<i>1</i>	<i>3</i>
9. Engineering	Same <i>semesters - part time</i>	<i>4</i>	<i>2</i>
10. Physics	" " "	9	7
11. Electronics	General radio & audio circuits: Correspondence Courses	10	10
"	<i>2 semesters - part time</i> Evening Courses	3	5

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etc.

## 5. Management Training Programs

TYPE OF TRAININGGRADE LEVEL

Management	13 - 15	<i>3</i>	<i>3</i>
Administrative	7 - 11	<i>4</i>	<i>4</i>
Job Classification Methods	7 - 11 <i>1 semester part time</i>	<i>1</i>	<i>1</i>
Records Management	7 - 11 <i>1 semester part time</i>	<i>2</i>	<i>2</i>
		<i>(17)</i>	<i>(17)</i>

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## 6. Other

FY 1954

FY 1955

<u>TYPE OF TRAINING</u>	<u>TRAINING OBJECTIVE or</u> <u>GRADE LEVEL</u>		
Fiscal & Accounting	GS 7 - 11	2	1
Contract Negotiations	" "	2	2
Business Correspondence			
& Govt. letter writing	" "	2	1
" " "	GS 5 - 7	2	2
Statistics	GS 7 - 11	1	1
"	GS 5 - 7	2	1
Public Speaking	GS 7 - 11	1	1
Technical Writing	Preparation of instruction sheets for technical devices	1	1
16 mm Motion Picture Photography	GS 7 - 11	0	1
Graphic Presentation	GS 7 - 11	0	1
Engineering Drafting	GS 7 - 11	1	1
Technical & Commercial Art	GS 7 - 11	1	1
File Systems & Methods	GS 3 - 6	3	3
Printing	Instruction in operation & maintenance of various presses & other printing machinery. This will be arranged by TSS with various firms handling this equipment	6	6
	<i>9 months - full time</i>		
Sculpturing	Bas-relief, design, carving, &/or engraving of medallions, etc.	3	3
Lay-out, lettering, & illustration	Basic Principles	5	5

(Most of the courses listed above under 6. "other" to be part-time or evening courses in the D.C. area).

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*for*  
Chief, Technical Operations, TSS

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